

DPD-0005-01

14 February 1961

MEMORANDUM FOR: Chief, Personnel Section, DPD-DD/P

THRU/ON : Chief, Administration Branch, DPD-DD/P

SUBJECT : Clerical Assistance for Finance Section, DPD-DD/P

1. In furtherance of the recent conversations between you and [REDACTED] concerning the increased work generated by [REDACTED] it is requested that a Clerk or Administrative Assistant be assigned to the Finance Section DPD to assist with this increased work load.

2. The [REDACTED] Activity has necessitated the employment of approximately fifty (50) contract employees which require special handling in the administration of their salary payments. The use of [REDACTED] has increased as a result of the [REDACTED] Activity and this work requires special handling and close monitoring. Travel claims, requisitions, and other finance and budgetary activities have increased greatly as a result of [REDACTED]

3. As previously discussed, it is our feeling that a qualified clerk or administrative assistant could lend the needed assistance in keeping this work current.

4. Your assistance in filling this requirement will be greatly appreciated.

Dist: 2 - Add

- 1 - [REDACTED] (Fin-DPD)
- 1 - Fin T/O file
- 1 - Reading (Fin-DPD)
- 1 - RI/DPD

TJD:vh/DPD-Fin/14 Feb 61

[REDACTED]
Comptroller, DPD-DD/P

DOCUMENT NO. _____
NO CHANGE IN CLASS. *M*
☐ DECLASSIFIED
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NEXT REVIEW DATE: 2011
AUTH: MB, TS-2
DATE: 10/11/81 REVIEWER: 064540